

How to Ping Pong

Designing and tutoring an online
international introductory course

A view from a tutor

University of Uppsala and University of Coimbra

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E-learning history: the present and the future, June 12th

10.00-12.30

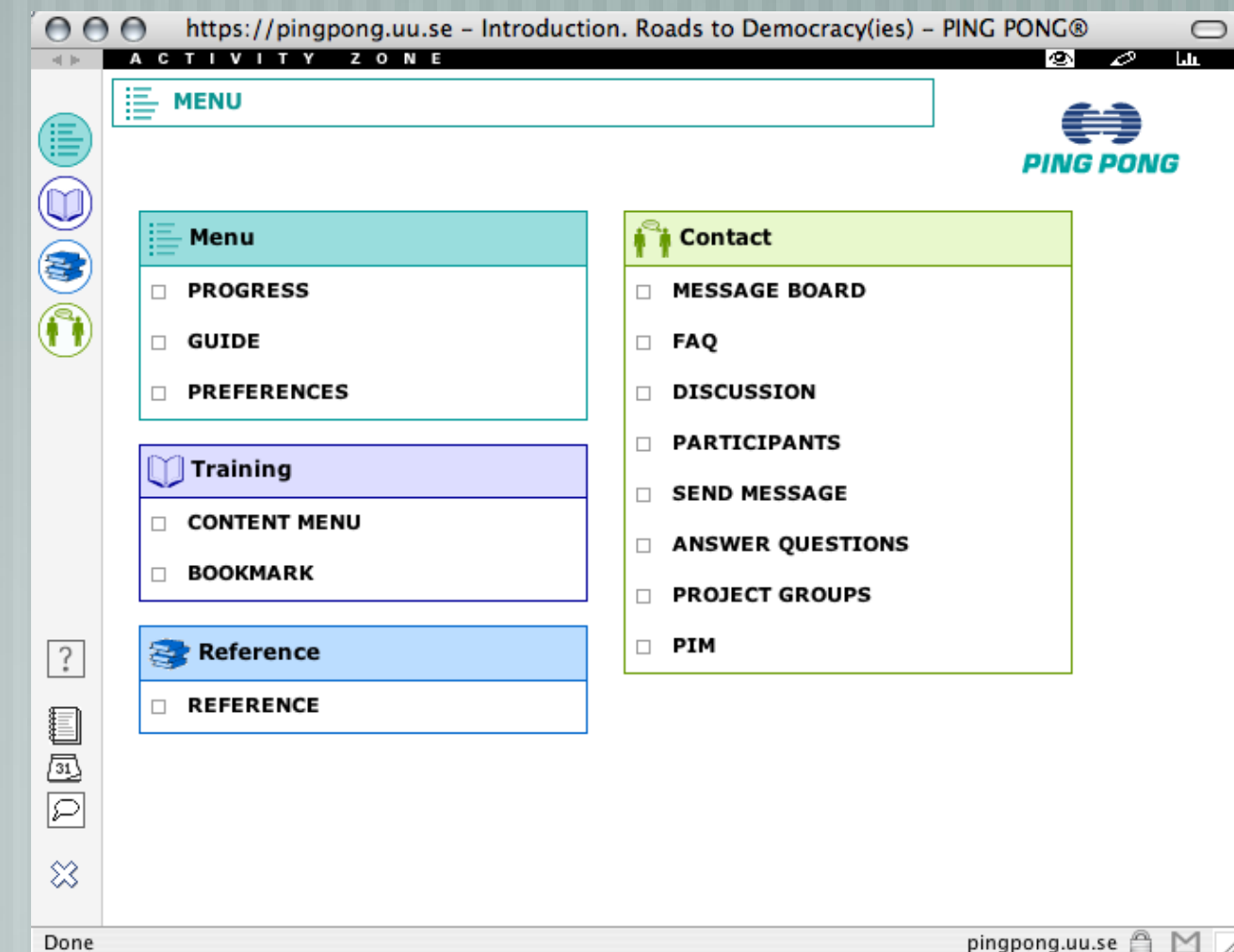
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Roads to Democracy(ies) - The structure

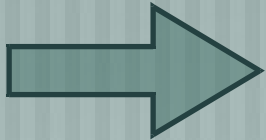
- Joint two-year master program between University of Uppsala, Sweden, and University of Coimbra, Portugal;
- The master follows the Tuning Educational Structures;
- Students chose if they want to make an exchange of university, in the second semester;
- These students have, in first semester, a common online introductory course, using a Learning Management System (LMS) - Ping Pong;
- In the second semester, students from Coimbra go to Uppsala and students from Uppsala go to Coimbra;
- In the third and fourth semester, students write their thesis.

What is Ping Pong?

- A Learning Management System (LMS);
- As a LMS, Ping Pong allows you to have several courses and each one have several sections:
 - Menu - Where you can get help
 - Training - Where is the course
 - Reference - Where you can save documents
 - Contact - Communication area



The characters in Ping Pong

- The Students - Construct their knowledge
 - Reading List / Questions  Discuss the questions / Comment other contributions
- The Teachers - Guide the students in their construction of knowledge
 - Learning Outcomes; Tasks; Reading Lists; Provide feedback to the students; Evaluation
- The Computer Science Expert
 - Install and configuring the web application; manage logins and passwords
- The Tutor
 - Design the course in the LMS (based on teachers instructions); check if students are doing what they are asked (motivation); provide feedback to the students in a more technical way; provide how to' s; provide knowledge about web environment (citing online references ; checking if a website is reliable)

Designing the course

“Three basic steps are involved in creating an effective syllabus for an online course:

- 1) defining outcomes and objectives;
- 2) choosing appropriate reading material;
- 3) establishing a topic-driven course outline.”

“We have found that the most successful classes are guided by a syllabus that is topic-driven. In other words, the weekly “schedule” for the class includes a discussion topic for the week, with readings geared to spark discussion of that topic.”

Content Menu Section

Sub-section	Function
Introduction	<ul style="list-style-type: none">- Welcome the students;- Learning Outcomes and Competencies;- General instructions about tasks;- Presentation of the teachers;- Presentation of the features of the LMS
First assignment [The student is required to make an online presentation of himself in discussion forum and to fill in the profile section]	<ul style="list-style-type: none">- Teach the students how to work with the application- Teachers and students to get to know each other
Second assignment [Quizzes about Democracy in Sweden and in Portugal]	<ul style="list-style-type: none">- Break the ice- Web research
Third, Fourth and Fifth assignment	<ul style="list-style-type: none">- Subject of the online seminar<ul style="list-style-type: none">- specific outcomes- tasks and deadlines- questions
Final Work	<ul style="list-style-type: none">- Discussion about thesis project proposal
Evaluation	<ul style="list-style-type: none">- Give feedback to the students- Gather feedback from the students

Communications

Sub-section	Function
Message Board	<ul style="list-style-type: none">- To get the attention of the students;- changes in calendar activities- information about seminars that students must attend to- information about students moving to another country
FAQ [Frequently Asked Questions]	<ul style="list-style-type: none">- To provide answers to questions that teachers or tutors think other students might ask
Discussion Forums	<ul style="list-style-type: none">- To provide a place to students answer the questions- To provide a place to students discuss subjects with each others- To provide a place to students interact with teacher
PIM [Ping Pong Instant Messenger]	<ul style="list-style-type: none">- Social- Questions
Calendar	<ul style="list-style-type: none">- Warnings about deadlines- Manages tasks

Formatting the contents: The administration area

- Administration area easy to manage;
- Options
 - Courses open as pop-ups - resolution (800x600)
 - Fonts type - sans-serif
 - First page to appear to users when they login in Ping Pong
- The need of HTML code (hypertext, table, open link in another window)

Statistical area: how students move and how can this help?

- Sections that students see / click - how many times
- Pages that students see / click - how many times
- Posts in the forums
- Answers to the quizzes
- Answers to the surveys

Final Issues

- Students
 - Difficulties with the web application;
 - Do not like internet;
 - Different habits
- Teachers
 - Difficulties with the web application
 - Time issues
 - Change of role